

Exhibit 4 (a) and (b): Homeless Management Information System

The Office of Community Development requires that all programs funded through the Ohio Development Services Agency homelessness assistance funds must participate in the appropriate Homeless Management Information System (HMIS) and meet certain data quality standards. **For Regions in the Balance of State only (NOT entitlements): Significant changes on how to calculate data in HMIS that are still being sorted out. Contact Jon McKay at (614) 466-2285 for more guidance.**

A) Is client-level program data being entered into HMIS for all clients served?

Yes

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No

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If the agency is not currently participating in Homeless Management Information System, complete the following certification and skip to the next exhibit.

The agency listed below agrees to participate in Homeless Management Information System as required by the Office of Community Development and U.S. Department of Housing and Urban Development, if the agency receives Homeless Program funds from the Office of Community Development

Applicant Agency

Signature of Authorized Representative

Date

B) Provide contact information for your Homeless Management Information System agency administrator. This should be the person who can answer questions regarding the agency's role in meeting its Homeless Management Information System responsibilities.

HMIS Contact Name:	Tammy Weaver	
Telephone: 330-392-1888	Fax: 330-394-7241	Email: tammy.weaver@coleman-bh.com

C) For the following questions, enter data for the period **July 1, 2012 to June 30, 2013**:

- Include an HMIS-generated U.S. Department of Housing and Urban Development Continuum of Care Annual Performance Report for each program for which the agency is applying.
- Provide the number of persons served:
- Provide the number of persons served according to your Annual Performance Report (Section 8):
- Provide the number of households served:
- Provide the number of households served according to your Annual Performance Report (Section 9):
- Provide the number of clients that were entered into Homeless Management Information System anonymously:

D) Include a Homeless Management Information System-generated Bed Utilization Report **for the last Wednesday of every month covering the period of July 2012 – June 2013**. For entitlement areas, please provide occupancy rates with supporting documentation.

The Office of Community Development will only accept Homeless Management Information System-generated reports. Contact Jonathan McKay, Office of Community Development, at Jonathan.Mckay@development.ohio.gov or (614) 466-2285 immediately for more guidance or if you are not able to produce any Homeless Management Information System reports.